

Terms of Reference

April 2018

1. Vision and Purpose of the York Health and Care Place Based Improvement Partnership (PBIP)

- 1.1. The overarching strategic vision is set out in York's Joint Health and Wellbeing Strategy 2017 – 2022.
- 1.2. PBIP will translate this strategic vision into a single plan for York, and to lead rapid progress in its achievement, while recognising the leadership role of YorOK on Children and Young People.
- 1.3. PBIP will bring together all partners, focusing on the delivery of specific actions within the single plan.
- 1.4. PBIP will work to achieve transformational change across the York system, building a shared approach to system leadership and collaborative working relationships at all levels.

2. Role of the York Health and Care Place Based Improvement Board (PBIP)

- 2.1. The Partnership is strategically aligned to the Health & Wellbeing Board for delivering certain Health & Wellbeing Strategy priorities and objectives. The Partnership has several specific tasks as follows:
 - 2.1.1. To lead the development of integration in health and social care in York on behalf of the whole system.
 - 2.1.2. To oversee the development and implementation of the York Improvement Plan, following the CQC Local System Review (December 2017).
 - 2.1.3. To drive improvement in outcomes including improved performance against the NHS and Social Care Dashboard.
 - 2.1.4. To establish a whole system approach to performance management and evaluation.
 - 2.1.5. To provide assurance to the Health and Wellbeing Board on the Better Care Fund, and receive reports from the BCF Performance and Delivery Group for this purpose.
 - 2.1.6. To lead the development and delivery of joint commissioning.

2.1.7. To be an inclusive partnership, fostering collaboration and recognising the range of contributions from across the system, not limited to financial commitments.

2.1.8. To produce an annual report on its activities for the Health and Wellbeing Board.

3. Membership:

3.1. Chief Executives/Chief Officers of:

3.2. City of York Council

3.3. York CVS

3.4. Vale of York CCG

3.5. York Teaching Hospital NHS Foundation Trust

3.6. Tees, Esk and Wear Valleys NHS Trust

3.7. GP Board Representative

3.8. NHS England

3.9. North Yorkshire Police

4. Approach of the Partnership

4.1. The Partnership will function as a programme board. This will ensure clear ownership by Partnership members in delivering the activity supporting the strategic direction for the city's health and care provision.

4.2. To ensure coherence of the PBIP programme, a support office will be appointed. Comprised of a Programme Manager and Programme Officer, the support office will be responsible for:

4.2.1. Tracking and reporting – tracking measurements, reporting progress against plans and maintaining awareness of risk and opportunity associated with the work of the PBIP

4.2.2. Information management – holding master copies of all programme information

4.2.3. Financial accounting – assisting with budget control

4.2.4. Analysing interfaces and critical dependencies between separate workstreams

4.2.5. Maintaining relevant stakeholder databases

4.2.6. Quality control to ensure consistent practices and standards across workstreams

4.3. Other support for the Partnership - The council and VOYCCG will ensure that the Partnership receives the necessary support to enable the Partnership to discharge its responsibilities effectively. This will include financial and legal advice and specific support to monitor and review performance.

4.4. Interests of Partnership members - Partnership members must declare any personal interest in connection with the work of the Partnership. Where there is a potential conflict of interest for individual Partnership members, this should be openly and explicitly declared. At the Chair's discretion the Partnership member may be excluded from the discussion and / or decision making related to that particular agenda item.

4.5. Leaving the Partnership - A person shall cease to be a member of the Partnership if s/he resigns or the relevant partner agency notifies the Partnership of the removal or change of representative.

4.6. Meetings - The Partnership will meet every other month.

5. Involving people in the work of the York Health and Care Place Based Improvement Partnership

5.1. The Partnership expects that the views and involvement of local people will influence the work of the Partnership and its sub groups at all stages. It will ensure their views inform planning, commissioning, design and delivery of service provision.

5.2. PBIP will begin by using the opportunity provided by the York Improvement Plan to set out improvements to our communication and engagement arrangements, and to seek further means for involving people in developments. Reports to the Partnership will be required to describe the way local people have been engaged in their preparation, and the Partnership will adopt the co-production principles accepted by the Health and Wellbeing Board in 2017.

6. What the Partnership doesn't do

6.1. The Partnership is not directly responsible for managing and running services but it does consider the quality and impact of service delivery across partner organisations. It does not have direct responsibility for budgets, except where these have been delegated to it.

7. Accountability and reporting

- 7.1. PBIP is strategically aligned with the Health and Wellbeing Board for York.
- 7.2. The Chair of the PBIP was confirmed upon the formal establishment of the Partnership. CYC Chief Executive has accepted the nomination to be Chair.
- 7.3. The Chair will represent the PBIP (as the York locality) within the Humber, Coast and Vale Sustainability and Transformation Plan Partnership (STP).
- 7.4. PBIP will establish workstreams to deliver its agenda and priorities. These will align with the priorities of the STP – Capital and Estates, Digital, and Workforce. Other workstreams and subgroups will be considered as necessary to deliver required actions and outcomes. These workstreams will report to the Partnership.
- 7.5. The Partnership will receive reports from any partnership forum where commissioning activity is undertaken. The Partnership will receive reports on the financial position of any pooled budget at meetings of the Partnership as required.

8. Expert advice and support for the Board

- 8.1. Financial and legal advice will be available to the Partnership from within the Local Authority and the NHS Vale of York Clinical Commissioning Group to ensure that decisions taken are both permissible and in accordance with proper accounting procedures.
- 8.2. Specialist performance and management information support and advice will be provided by the Local Authority and the NHS Vale of York Clinical Commissioning Group to enable the Partnership to fulfil its performance and outcome monitoring role.

9. Culture and values: how the Partnership exercises its responsibilities and functions

- 9.1. The Partnership will take into account the following behaviours and values in exercising its functions.

9.2. Partnership Members will:

- 9.2.1. Participate on the basis of mutual trust and openness, respecting and maintaining confidentiality as appropriate;
- 9.2.2. Work collaboratively, ensuring clear lines of accountability and communication;

9.2.3. Share expertise and intelligence and use this synergy to provide creative solutions to complex issues;

9.2.4. Take account of any particular challenges, policies and guidance faced by individual partners;

9.2.5. Have regard to the policies and guidance which apply to each of the individual partners;

9.2.6. Adhere to and develop their work based on the vision statement approved by the Partnership;

9.3. Where decisions of the Partnership require ratification by other bodies the relevant Partnership Member shall seek such ratification in advance of any meeting of the Partnership or promptly following Partnership's recommendations;

9.4. The Partnership shall exercise its functions so as to secure the effective cooperation of partners and the provision of high quality integrated services.

9.5. Partnership members will adhere to the North of England Social Partnership Forum Behaviour Model:

- Having mutual respect
- Actively listening to each other
- Working from shared values
- Walking in each other's shoes
- Being honest with each other
- Being solution focused
- Acknowledging each others' views
- Being inclusive
- Open communication and information sharing
- Trusting each other

10. The behaviours are over-lapping and complimentary. More information can be found in the below document:



10-Behaviours-of-
Successful-Par...

11. Public participation

11.1. The Partnership is not a public forum. However, the work of the Partnership will be reported to the HWBB.

12. Relevant documents:

- Health and Wellbeing Strategy
- Joint Strategic Needs Assessment
- CQC Local System Review of York
- York Improvement Plan
- Director of Public Health Annual Report
- Children and Young People's Plan